



Health Services
LOS ANGELES COUNTY

County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

DEPUTY, MANAGEMENT PROGRAMS, HS (UNCLASSIFIED)

Functional Title: Senior Director, Hospital Strategic Planning

ANNUAL SALARY: \$126,115.68 - \$190,886.40 (Schedule R-15)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP)

FILING PERIOD: March 25, 2014 - Until the position is filled

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2013-14, the County has an annual budget in excess of \$26 billion and funding for over 100,000 positions to serve its diverse population.

LAC + USC MEDICAL CENTER

Founded in 1878, Los Angeles County LAC+USC Medical Center is one of the largest public hospitals in the country. Through its affiliation with the Keck School of Medicine of the University of Southern California (USC) and the Los Angeles County College of Nursing and Allied Health, it is one of the premier academic teaching hospitals in the nation and one of the state's leading hospitals for training health professionals. Originally established as a 100-bed hospital with 47 patients, it now is licensed for 600 beds and budgeted to staff 745 beds.

LAC+USC provides a full spectrum of emergency, inpatient and outpatient services. These include medical, surgical and emergency/trauma services in the General Hospital. The Medical Center also operates a hyperbaric chamber at Catalina Island. As the largest single provider of healthcare in the County, LAC+USC Medical Center provides the community with more than 28 percent of its trauma care. It operates one of three burn centers in the County and one of the few Level III Neonatal Intensive Care Units in Southern California. It provides care for half of both AIDS patients and sickle cell anemia patients in Southern California. It maintains inpatient and outpatient services for the most acute cases of mental illness. LAC+USC medical staff includes more than 700 full-time physicians from the USC Keck School of Medicine, nearly 900 medical interns and residents of various medical specialties, and about 2,600 nurses of all levels – including 900 registered nurses.

POSITION OVERVIEW

This one position is unclassified (at-will) and reports to the Health Services LAC+USC Medical Center Chief Executive Officer. This position will work directly with hospital administration to assist in the development of strategic direction for the organization. This position will also assist in leading engagements that help hospitals identify strategic priorities, improve financial and market performance, rationalize services, promote patient-centered approaches and meet the many challenges that health care reform presents. The duties of the position include, but are not limited to, the following:

EXAMPLES OF DUTIES

- Lead the development of methodologies to address healthcare reform impacts on the assigned hospital as it plans for the future.
- Plan, assign, direct and evaluate the work of divisions engaged in performing comprehensive planning, program and policy evaluation, and audit and compliance activities for LAC+USC.
- Advise the CEO, CMO and other senior management on program initiatives and alerts to any critical issues/concerns related to the creation and/or implementation of new healthcare programs and projects.
- Lead consulting teams to accurately diagnose the issues the hospital has identified (as well as underlying issues), and determine the appropriate solutions that will assist hospital administration staff to create strategic direction.

- Follow and report on public policy at the local, state, and federal levels that impact health care and/or the areas that support health care. This includes the analysis of potential and new legislation, leveraging County Counsel resources when appropriate, and ensuring communication through proper County channels as needed.
- Serve as a liaison for Government Affairs and ensure visibility and ongoing relationship with Board offices, the County CEO, and legislative representatives as well as maintaining a pulse on local government activity that could impact health care services.
- Work closely with the CEO and the USC Keck School of Medicine to ensure the Affiliation Agreement is maintained in a transparent, accountable manner.
- Manage special projects requiring strategic planning and coordination with various hospital and County departments.
- Build consensus among stakeholders who play a critical role in the hospital's ability to successfully implement the identified solutions.
- Provide subject matter expertise to Hospital CEO, DHS Administration and other County Hospital business units as it relates to challenges in strategic planning or delivery of patient services.
- Provide support to hospital business units when strategic planning expertise is required in dealing with patient issues.
- Communicate effectively and accurately in writing and/or verbally to colleagues, physicians and hospital staff.
- Develop project plans, establish schedules, budgets and coordinate resources to ensure successful project implementation.
- Handle challenging interpersonal situations as well as maintain strong management relationships.
- Support Business Development and Marketing efforts.
- Support Patient, Family and Community partnership engagement efforts.

The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.

QUALIFYING EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited college or university with a Master's degree in Healthcare Administration or related field – and – five years of experience in strategic planning or public policy development which includes analyzing, evaluating, coordinating and making recommendations for a variety of management healthcare programs, practices and systems for a large integrated healthcare delivery system, two years of which must have included supervising professional staff at the level of a Senior Staff Analyst, Health*.

*Senior Staff Analyst, Health – Supervises a team of analysts providing technical and consultative service to management in major health service areas.

LICENSE:

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

DESIRABLE QUALIFICATIONS

- Ph.D. in Healthcare Administration or related field, or a Juris Doctorate.
- Ability to work independently with minimal supervision.
- Knowledge of MS Office Suite – Word, PPT, Excel.
- Understanding of project management and process improvement methodologies.
- Superior analytical abilities; ability to draw insight from findings and understand member's business issues.
- Comfort working in a fast-paced, deadline driven environment across multiple business units.
- Ability to lead and motivate cross-functional teams.
- Demonstrated experience in a large healthcare department performing system wide healthcare planning and program oversight and implementation activities for a large complex healthcare system.
- Demonstrated experience recommending solutions for organizational wide problems related to procedures, organizational management policies, and program and policy evaluation.
- Demonstrated knowledge of healthcare statutes and regulations relating to healthcare systems delivery.
- Demonstrated experience in directing and/or implementing activities related to strategic planning objectives and performance improvement goals for a large complex healthcare organization.

- Ability to maintain contact with a wide range of organization groups, individuals, federal, state and county agencies and the general public. Ability to establish and maintain positive and effective working relationships with a wide range of individuals.

COMPENSATION AND BENEFITS

Annual Salary: \$126,115.68 - \$190,886.40 (Schedule R-15). This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a “new member” of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a “new member” is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% or 17% of the employee's monthly salary.
- **Non-Elective Days** – 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** - 11 paid days per year.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of Health Services for consideration.

Note: A background investigation will be completed on the candidate selected for this position.

TO BE CONSIDERED

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed and special qualifications.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned and field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
 - The name of each employer, job titles held, dates of employment, and salaries.
 - Size of organization and budget information for programs managed.
 - Number and composition of personnel supervised.
 - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate meets the Qualifying Education & Experience requirements and Desirable Qualifications sections of this recruitment announcement.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Brenda La Fave
Department of Health Services
Recruitment & Examinations Office
5555 Ferguson Drive, Suite 220-10
City of Commerce, CA 90022
Phone: (323) 890-7073
Fax: (323) 869-0942
E-mail: blafave@dhs.lacounty.gov

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (323) 869-7124 (ADA Coordinator – Voice); (TTY); (800) 735-2922 (CRS). Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may be downloaded from the County of Los Angeles websites at:
<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer